

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100043-9

| | | | | | | | | |
|---|--------------------------------|---|---|---|---|-----------------|---------------|--------------------------------|
| REPORTS INVENTORY | | | | | CONTROL NO. DDS/OF-039 | | | |
| PREPARE IN DUPLICATE | | | | | 2. TYPE OF REPORT | | | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) Statistical Sampling of Vouchers | | | | | <input checked="" type="checkbox"/> STATISTICAL | | | |
| | | | | | <input type="checkbox"/> NARRATIVE | | | |
| | | | | | <input type="checkbox"/> MACHINE-NAME LISTING | | | |
| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | | | | |
| | | LOGISTICS | | SECURITY | | | | |
| | | MEDICAL | | <input checked="" type="checkbox"/> FINANCE | | | | |
| 4. NO. OF COPIES PREPARED 5 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly | | | 6. DISTRIBUTION (No. of components not number of copies) 1 | | | |
| 7. FORMAT (memorandum, form computer print-out, etc.) Memorandum | | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS | | | |
| | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table> | | | | | YES | IF YES GIVE ADP PROCESSING NO. |
| YES | IF YES GIVE ADP PROCESSING NO. | | | | | | | |
| <input checked="" type="checkbox"/> NO | | | | | | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) Central Travel Branch, C&L Div. | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | | |
| 12. COST FACTORS | | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | | |
| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = COST PER YEAR | | |
| GS-10 | \$5.30 | 1/2 | | \$2.65 | 12 | \$31.80 | | |
| GS-05 | 3.78 | 1/6 | | .38 | 12 | 4.56 | | |
| | | | | | | \$36.36 | | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | | |
| | | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$ 36.36 | | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | | | |
| 7 December 1966 - Congress and DDS | | | | | | | | |
| To eliminate detail audit on Travel Vouchers under \$100.00. | | | | | | | | |
| 14. FUTURE GOALS | | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | ESTIMATED SAVINGS | | | |
| | | | | | MAN-HOURS | DOLLARS | | |
| 16. DATE OF INVENTORY | | | | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | |
| | | | | | | | 18. EXTENSION | |
| 15. DISCONTINUE | | | | | | | | |

SECRET

(22-36-43)